



MULTIPLE (CONCURRENT) APPOINTMENTS

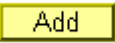

1. Administrative / Management Staff

1. **Notify your servicing Human Resources Operations Office that you have a concurrent appointment – provide the following information:**
 - a. Employee Name
 - b. Current Position Title, Pay Plan, Series, Grade
 - c. New Position Title, Pay Plan, Series, Grade
 - d. New Administrative Code and Organization Name
 - e. Proposed Effective Date

2. HR Operations

1. **Notify the Human Resources and Payroll Solutions Branch (HRPSB) that you have a concurrent appointment - include the information provided by the Administrative / Management office.**

3. HR & Payroll Solutions (HRPS)

1. **Create Concurrent Hire request**
Go to: Administer Workforce > Administer Workforce (USF) > Use > Concurrent Hire
2. **Enter the employee's Empl ID**
3. **Click on the 'Add' button** 
2. **Complete Concurrent Appointment PAR as appropriate. DO NOT FORGET THE FOLLOWING STEPS:**
 - a. Go to the 'Job' tab
 - b. Click on the 'Benefits/FEHB Data' hyperlink
 - c. **In the "Benefit Record Number" field enter the next number in the sequence of appointment numbers**
The new appointment number will be the last appointment number plus 1
3. **Click 'Save' button** 

END